



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

University Development  
Shelbie King Hall 311  
824-4438  
bumbalj@uah.edu

### Office of Development Request Form

Department: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_

Submitted date: \_\_\_\_\_

Due date: \_\_\_\_\_

- Report to be used for:**
- Holiday cards
  - Invitations
  - Letter mail merge
  - Mailing labels
  - Newsletter
  - Routine report
  - Other \_\_\_\_\_

- Sort Order:**
- Alpha name
  - Amount
  - Degree Year
  - Zip code
  - Other \_\_\_\_\_

- Constituent type(s):**
- All
  - Alumni
  - Corporation
  - Faculty/Staff
  - Foundation
  - Friend
  - Other \_\_\_\_\_

- Information desired:**
- Name
  - Contact Name
  - Salutation
  - Address
  - Phone number
  - Email
  - Employment
  - Job Title
  - College \_\_\_\_\_
  - Degree \_\_\_\_\_
  - Degree year \_\_\_\_\_
  - Major \_\_\_\_\_
  - Comments
  - Gift Amount
  - Gift Date(s) \_\_\_\_\_
  - Account name \_\_\_\_\_

- Send via:**
- Mail \_\_\_\_\_
  - Email \_\_\_\_\_
  - Fax \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submit to SKH 311 – Fax: 824-6462 – Email: bumbalj@uah.edu**

Your request will be dated upon arrival to the Development Office.

Please allow a minimum of two weeks for the processing of your request! **THANK YOU!**